

C-O-N-F-I-D-E-N-T-I-A-L

OFFICE OF TRAINING

NOTICE
NO. 9-58

24 March 1958

SUBJECT: Overtime/Compensatory Time Policy within OTR

25X1A

REFERENCE: Agency Regulation [REDACTED] dated 25 July 1955, subject:
Hours of work

1. In accordance with the provisions and intent of referenced Regulation, we must continue our efforts to reduce overtime and to provide compensatory leave for such time whenever possible, particularly for personnel in grades GS-11 and above.

2. Recent requests for authorization for overtime indicate that considerable progress has been made during the last few months in reducing overtime usage and costs without impeding our operations. I believe we can not only retain these gains but make further improvement in our record if supervisors will give constant attention to methods of reducing the need for overtime and carefully plan their schedules for compensatory leave.

3. The principles and practices to be followed in the administration of the overtime/compensatory time policy in OTR are as follows:

a. GS-11 and above.

(1) Personnel in these grades will record all overtime as compensatory time with the exception of previously approved holiday time. Compensatory leave will normally be taken within 90 days of its accrual, but in all cases will be taken by the end of the leave year in which it is accrued.

(2) It is the responsibility of supervisors to direct the taking of compensatory leave whenever it is impossible to arrange such leave to suit the convenience of the employee. This will require periodic review of compensatory time balances in order to plan liquidation of such balances and avoid the necessity of cash payments.

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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(3) Requests for cash payments for overtime earned will be reviewed by me personally before authorization is given to make such payments.

b. Personnel in grades GS-10 and below will continue to receive cash payments for overtime earned unless compensatory leave is requested by them. All employees in these grades are urged to request compensatory leave for overtime accrued.

c. It is the responsibility of all School and Staff Chiefs to correct chronic overtime situations to the fullest extent possible and to review carefully all requests for authorization of overtime.


MATTHEW BAIRD

Director of Training

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Distribution:

All OTR Personnel

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